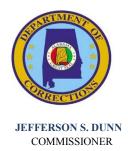


## State of Alabama Department of Corrections

Alabama Criminal Justice Center Research & Planning Division 301 South Ripley Street P. O. Box 301501 Montgomery, AL 36130-1501 (334) 353-9541



## PUBLIC RECORDS REQUEST FORM

To conserve taxpayer provided resources, there are policies and procedures governing the orderly production of public records for inspection and reproduction. All requests for inspection or copy of public records must be made in writing and submitted on this Public Records Request Form. Read and follow the attached INSTRUCTIONS FOR REQUESTING INSPECTION OR COPY OF PUBLIC RECORDS before submitting this Request. Please complete all information in the fields provided (type or print).

Name of Requ	uesting Party: Emma Best			
	Name:			
Mailing Addr	ess: DEPT MR 80718, 4	11A Highland Avenue		
C	Street or P.O. B			
City	Somerville	State	Massachusetts	Zip Code <sub>02144</sub>
Telephone Nu	ımber:	Mobile Nun	nber:	-
		eauests.muckrock.com		
Description of	f Record(s) to be view	ed and/or copied:		
Records	describing, authorizing or mention	oning expenses or personnel a federal government between	assignments in response to or accommunity 1, 2001 and the present.	nodation of visits from officials in the
Proposed Use	of Records:	nalism		
statements of o	entitlement (i.e. "I am a able, minimum Process	Taxpayer" or "It is a ing Fee in the amoun	a public document.")). t of \$25.00 shall be due witl	.") and should not be general  h submission of this form and is for Requesting Inspection of
Copy of Public	Records for further info	rmation on costs and o	ther conditions.	
agree to the to	erms and conditions state, payment for estimate	ated therein, including	g the requirement for advar	OF PUBLIC RECORDS and the payment of the minimum sts prior to production of the
GOOH	for Emma Best		October 1, 2019	
Signature of Requesting Party BCDL for Emma Best			Date of Request	
Print Name	LITTING DESI			

(ADOC recognizes and supports the public's right to inspect and request copies of public records in accordance with state law. Many public records are available on the ADOC website: <a href="www.doc.alabama.gov">www.doc.alabama.gov</a>. Therefore, please view the website prior to submitting a request for records as your request may be satisfied by the information contained therein.)

## STATE OF ALABAMA, DEPARTMENT OF CORRECTIONS ("ADOC") INSTRUCTIONS FOR REQUESTING INSPECTION OR COPY OF PUBLIC RECORDS

Alabama law makes public records available for inspection and/or copy by its citizens, subject to exceptions specified by law (§36-12-40 and 41, <u>Code of Alabama</u>, 1975, as amended). These exceptions generally direct that certain information is privileged or confidential and shall not be disclosed. In the interest of efficiency and conservative economy of taxpayer funds, the following procedure has been established to provide an orderly method for requesting inspection and/or copy of public records that are within the jurisdiction of the ADOC.

## READ THESE INSTRUCTIONS BEFORE PROCEEDING WITH YOUR REQUEST.

1) Complete the "PUBLIC RECORDS REQUEST FORM and submit it to the ADOC as follows: Alabama Department of Corrections

Attn: Research and Planning Division/Public Records

P.O. Box 301501

P.O. Box 301501

Montgomery, Alabama 36130-1501

The completed Public Records Request Form must be mailed to the post office box listed above, hand delivered to the ADOC central office at 301 S. Ripley Street, Montgomery, Alabama 36104, or emailed to public.records@doc.alabama.gov. Requests by telephone or fax will not be accepted. A minimum Processing Fee in the amount of \$25.00 in the form of cashier's check or money order only must accompany the completed Public Records Request Form.

2) Upon receipt by ADOC of the completed Public Records Request Form and Processing Fee of \$25.00, the ADOC will provide a prompt acknowledgment of receipt of the request, to include any deficiencies, such as, but not limited to: a) a vague, non-specific request, b) an improperly completed form, and c) records not maintained by the ADOC. As soon as the records are located and assessed for costs, an itemized invoice of the estimated Production Cost will be provided to the Requesting Party. Upon receipt of the estimated Production Cost, the ADOC will begin production of the documents. Upon completion, ADOC will provide an itemized invoice of the final Production Cost. No records will be made available to the Requesting Party until the ADOC receives payment of the total costs set forth on the final invoice. The ADOC will attempt to comply with all requests within thirty (30) business days of receipt of final Production Cost. The following are the detailed costs involved in processing Public Records Requests:

A NON-REFUNDABLE, MINIMUM, PROCESSING FEE IN THE AMOUNT OF \$25.00 WILL BE CHARGED FOR ALL REQUESTS AND WILL BE DUE UPON SUBMISSION OF THE COMPLETED PUBLIC RECORDS REQUEST FORM. The minimum Processing Fee will cover the first hour of Labor. Any additional Labor cost needed to fulfill the request shall be calculated at the rate of \$23.00 per hour. Partial hours will be rounded to the next full hour. An itemized example of the cost breakdown is shown as follows:

Minimum Processing Fee (includes first hour of labor)	=\$25.00
Labor hours @ \$23.00 per hour	=
black and white pages @ \$.50 per page =	
color pages @ \$.75 per page =	
certified pages @ \$1.00 per page	
postage @ current rate (\$ x weight )	=
Total Cost of Production:	=
Less: Prepaid Processing Fee	(\$25.00)
Final Payment Due:	\$

Payment for Production Cost shall be made by cashier's check or money order only and must be received by ADOC before any copies are produced. ADOC will provide a receipt with the documents when produced. Any payments received by the ADOC in excess of the actual Production Cost will be reimbursed at the time of delivery of the requested documents.

- 3) Records requested MAY be available for viewing depending on the method in which the records are stored. Certain records are available for copying only because ADOC must print the requested records. If the requested records are available for viewing, the Requesting Party shall be notified when the records are available as explained below and of the estimated cost.
- 4) If requested records are available for viewing: When notified that the records are available, the Requesting Party should contact the Department of Corrections Research and Planning Division to schedule an appointment to view the records at the location where the records are maintained. Appointments are available between 9AM and 3PM, Monday through Friday, except for holidays. Upon viewing, documents may be identified for copying. Production Cost will apply.